



City of Hayward



## Accepting Applications for AFTER-SCHOOL HOMEWORK CENTER AIDE PART-TIME NON-BENEFITED POSITION

**SALARY:** \$20.00 hourly

This is an hourly, non-benefited contract position. Term of service will be for 25 hours per week over 40 weeks in a one-year period (coinciding with the public school academic calendar).

**FINAL FILING DATE:** July 25, 2011

**THE POSITION:** The City of Hayward is seeking an energetic, enthusiastic Aide to provide operational assistance in the After School Homework Centers of the Hayward Public Library. Responsibilities include, but are not limited to: training, scheduling, supervising, evaluating and retaining volunteers; ensuring successful delivery of tutoring services to students; overseeing the operations of Homework Center laptop computer labs; collecting, compiling and tracking student attendance and performance data; and taking direct responsibility for ensuring efficient and effective day-to-day Project operations. Some evening and weekend work may be required.

### **MINIMUM QUALIFICATIONS:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **EDUCATION & EXPERIENCE:**

High School diploma or equivalent is required. Prior experience working with children is highly preferred. Demonstrated knowledge of mathematics through Algebra I and a high level of grammar, spelling and writing skills is required. Bilingual ability (Spanish-English) is a plus.

### **TYPICAL DUTIES:**

Typical duties may include, but are not limited to the following:

- Organize and direct day-to-day operations in the After-School Homework Centers at the Hayward Main Library, Weekes Branch Library, and/or Longwood Elementary School Satellite Library as needed and assigned by the Project Coordinator;
- Assist in coordinating operations and activities to provide a safe after-school learning environment for students; assure that site and activities comply with established laws, codes, rules and regulations.



- Coordinate communications, resources, and volunteer tutors to meet student needs and assure smooth and efficient Homework Center operations and activities.
- Monitor and evaluate the performance of volunteers; recommend transfers, reassignment, and when needed, the termination of volunteers; and ensure volunteers' understanding and compliance with of Project policies, procedures, requirements and objectives.
- Coordinate activities and volunteers to provide appropriate and effective on-site and on-line academic support in coordination with students' parents and/or teachers.
- Organize, direct and participate in the observation and control of student behavior during program hours in accordance with established policies and procedures; assure proper and timely resolution of student behavior issues; oversee student attendance functions and maintain related records.
- Operate a variety of office equipment including a phone, copier, fax, computer, printer, student laptop computer lab, assigned software, and similar equipment.
- Attend and conduct various meetings as assigned; coordinate and conduct volunteer training sessions; prepare related support materials.

**APPLICATIONS:** To obtain a City of Hayward employment application:

1. File online at: [www.CalOpps.org](http://www.CalOpps.org)
2. For more information contact: Clio Hathaway, Supervising Librarian, Hayward Public Library. Phone: 510-881-7948 or Email: [clio.hathaway@hayward-ca.gov](mailto:clio.hathaway@hayward-ca.gov)

**SUPPLEMENTAL QUESTIONS:**

**Please include a response to the following questions with your application:**

1. Why are you interested in serving as a Homework Center Aide?
2. Please describe your experience working with children in a formal educational environment which has prepared you for this position.
3. Please describe your experience working with volunteers which has prepared you for this position.